



Hi

Welcome to I Guru the SMART alternative for insurance agents' training.

Please log on to <http://www.iguru.info>

Please read the instructions given below before you start accessing the course-

1. Log in instructions:

1. Enter: www.iguru.info in your browser
2. Enter the user ID and password and click on 'login' button in member login
3. Change your password when you are login for the first time.

- 3.a. **If your system supports Internet Explorer (IE) version 6.0, your course activity page opens up immediately.**
- 3.b. **If your system has a lower version, you can down load IE 6.0 using the link provided in our home page.**
- 3.c. **In case you have IE version 5.5, then you can either upgrade it to IE version 6.0 as above or download a patch to make it compatible. We have provided the link in our home page for down loading the patch.**
- 3.d. **Enable "Pop up " in your system. The pages of content is a pop up page in our site.**

4. You will get your course activity page.
5. Click on <Continue course > in the course activity page
6. Your course will be loaded.
7. Select and click on the chapter to read from the chapter list on the left side.

8. The session out time is 10 minutes. If you keep the system inactive for more than 10 minutes, you will get a message as given below:

Session timed out. Please log in again.

Note: As per IRDA guidelines, if you keep the system idle for 10 minutes and above, your session will time out. Time will not be captured after session time out. You have to log in again to continue.

2. **Learning Instructions:**

1. You need to finish each chapter to proceed to the next chapter
2. We have pre fixed the time to be spent for each chapter based on the time recommended by the company. Only when you have finished the minimum time required per chapter you can go to the next chapter.
3. Always read the content and take the quiz together before moving to the next chapter.
4. Follow the instructions / messages appearing on the screen when you navigate during your study.
5. To quit, please click on the <click here only to save and Quit> button at button at the top.
6. On quitting, you will get a tracking report in your “Course Activity page”
7. Click on <logout>

3. **IRDA requirements:**

1. You can study for a maximum of 8 hours per day. On completing 8 hours, you will get the following message on your screen.

You have studied a maximum of 8:00 hours for this day, as permitted by IRDA. Please log off immediately. If you continue to study, the time will not be captured.

2. You can finish the entire training as below:

Minimum 7 days from the first log in day for 50 hours course
Maximum 14 days from the first log in day for 50 hours course
Minimum 4 days from the first log in day for 25 hours
Maximum 7 days from the first log in day for 25 hours

3. **If you fail to complete the course within 14/7 days as the case may be as above, you cannot log in further. You have to re-register for the course and do it from the beginning.**
4. If you study at mid night, you will have to log out for the day at 12:00 mid night and log in again for the fresh day. You will also get a message to this effect as below.

This log in day is over. If you want to continue your studies, please log out now and log in again for the new day.

- 5 To facilitate you to complete the course within the IRDA stipulated maximum time, we have provided alert message to be displayed on your screen every time you log in. Please click on the same and study accordingly. A sample alert message is given below.

You have to study for 4:00 hours each day for 14/7 day(s) as the case may be. Otherwise you cannot finish the course.

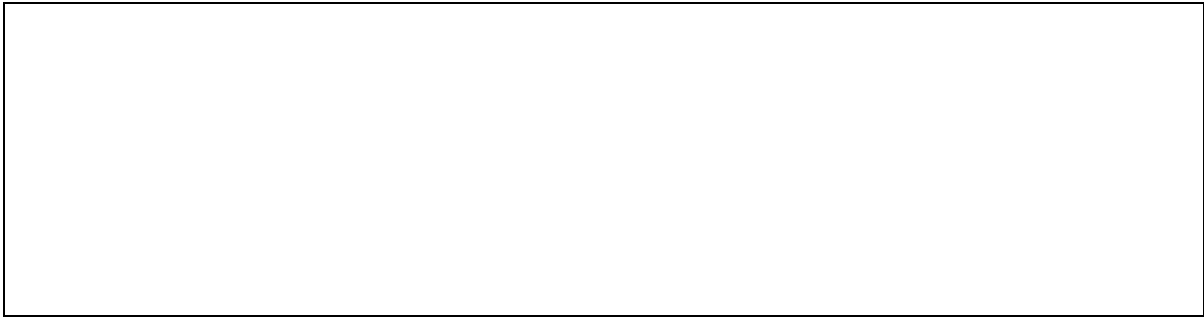
6. **End of chapter:** You have revision test for all chapters and a final test. The time spent by you on these tests will not be captured.
7. You can move to next chapter only if you complete the minimum time and also attempt the chapter end revision test.

4. Quiz:

1. Always read the content and take the quiz together before moving to the next chapter for effective learning.
2. After attempting all questions, you will get the score in the last screen.
3. To capture the score in your log sheet, you have to click on either <view answers> or <next chapter> icons.
4. If you wish to improve your score in the quiz, you may do so by taking the quiz again. Your latest marks will be captured.
5. After completing all the chapters, you will have a final assessment test. at the end. We have allotted 60 minutes for the final test. However, as per IRDA guidelines, please note that this time will not be recorded.
6. Please revise all chapters once again and make sure that you are thoroughly prepared to take the final assessment test.
7. On completion of training, and on completing the final assessment test, we shall generate the hard copy of completion certificate and send it to your training manager.

MOST IMPORTANT - TO GET THE COMPLETION CERTIFICATE:

1. You must log in 50/25 hours of learning, which the system will automatically capture every time you log in.
2. You must complete all the chapters.
3. You must attempt all the tests and also the final assessment test at the end of course.
4. You must complete the training within IRDA stipulated time frame as explained in 3.2 above.



Access the online services and benefit from being part of a wired community.

For any assistance, select the mail id as below:

Bajaj Allianz Life Insurance: iguru@cnkonline.com

HDFC Life Insurance: hdfciguru@cnkonline.com

ICICI Prudential Life Insurance: iciciiguru@cnkonline.com

SBI Life Insurance: sbiiguru@cnkonline.com

Metlife Insurance: metiguru@cnkonline.com

LIC Insurance: liciguru@cnkonline.com

Bharti Axa Life Insurance: bhartiiguru@cnkonline.com

All the Best!

Prema

Please call us for any clarification:

Direct: 044 28111896 /97

Prema: Cell: 09444242163

Natraj: Direct : 044-28115154

Nirosha Direct: 044-28115144

Sharmila: Direct: 044-28115154

Nishath : Direct 044-28115164

Jai: Cell :09443492240